



November 28, 2011

## JOB OPPORTUNITY

If it's a challenging position you're looking for,  
we have the ideal job for you.

**CLASSIFICATION:**      *ASSOCIATE GOVERNMENTAL PROGRAM ANALYST*

**TENURE/TIME BASE:**      *PERMANENT/FULL TIME*

**BUREAU/SECTION:**      *ADMINISTRATIVE SERVICES / BUSINESS SERVICES*

**MONTHLY SALARY:**      *\$4400 – \$5348*

**SUMMARY:**

Under the general direction of the Business Services Manager, this position acts as the Contract and Procurement Officer for the California State Library (CSL).

**DUTIES:**

Serve as Contract Analyst for CSL. Develop and prepare a variety of contract requests for Departmental approval, (interagency agreements, standard agreements, MSA, and CMAS). Meet and consult with management and program liaisons to discuss program needs and contractor issues. Gather and analyze data necessary to make informed and effective recommendations to management and staff.

Develop and prepare Request For Proposal (RFP), Invitation For Bid (IFB), scope of work, rate/payment schedules, project plans, justification statements, (i.e., NCB, ITPP), special clauses and attachments. Solicit bids, ensure Small Business and Disabled Veteran's Business Enterprise (SB/DVBE) requirements are met, and appropriately notify vendors of the intent to award. Review all contract requests to ensure requirements of the State Contracting Manual (SCM) and the Public Contract Code are met. Develop and write renewals and amendments to ensure a lapse in service does not occur.

Consult with budget staff and Department associates to ensure fiscal appropriations are available and approved and payments are processed in a timely manner. Identify budgeting and accounting problems, evaluate alternatives, and remedy issues of concern. Interpret advise and make independent recommendations to management and staff on current or new procedures or practices.

Consult with and advise vendors of the appropriate contracting processes, procedures, laws and regulations to administer the timely execution of contracts.

**Develop and maintain spreadsheets to track contracts, monitor contract deliverables and payment schedules. Ensure and/or enforce contract compliance by holding the contractor accountable when the contract Scope of Work is not being fulfilled. Keep contract data accurate, current, and ready to be presented to management at all times.**

**Negotiate maintenance service agreements when major purchases are procured. Ensure compliance with terms and conditions of agreements in accordance with DGS Purchasing Authority Manual (PAM) and SCM.**

Serve as Procurement Analyst for CSL. Prepare bids and process procurements for all goods, including equipment and service requests, including both major and minor purchases. Complete Schedule 9 documentation by working with all Bureaus to ensure annual equipment needs are met and adhere to approved purchasing schedule.

Review, analyze, and process orders ensuring CSL is in compliance with DGS/PAM and applicable state rules and regulations. Evaluate and assess procurement alternatives; compare features and costs between various models and installation requirements and present recommendations to management.

Write clear and concise justifications and specifications; analyze usage and need; consult with requester / users; determine factors that may affect internal operations; review monetary limitations, electrical requirements, availability of maintenance.

Coordinate quality control measures with Business Services facility staff. Research and determine if the request involves equipment, which must interface with existing equipment (physical constraints; size, etc.). Research and coordinate with appropriate parties, (IT, Telecom, facility staff), when needed. Ascertain the most cost effective item and obtain and award bids. Request Revolving Fund checks for various expenditures such as membership dues, subscriptions, postage, and legal documents in situations where the vendor will not accept CALCARD or purchase orders.

Assure that merchandise purchased conforms to specifications; coordinate involvement of facility staff to determine who will do installation; notify appropriate staff of installation dates, warranties, negotiated master service agreements or any other information that Business Service staff will be tracking and monitoring;

Responsible for record keeping and distribution of purchase estimates, purchase orders, and Cal-Card purchases. Reconcile invoices and purchase orders. Negotiate and coordinate with vendors regarding products and arrange for adjustments and/or returns on wrong, damaged, or substandard items.

Write clear and concise correspondence to vendors regarding billing, supplies, schedules and discrepancies. Thoroughly document, in writing, substandard vendor performance. Complete and submit vendor performance report to DGS when vendor is found to be deficient. Notify Inventory and Property Control of equipment purchases for tracking and monitoring purposes.

Analyze changes in state laws, rules, and regulations in regards to purchasing and consult with management on how the changes will impact CSL's purchasing program.

Ensure that small and disabled veteran business enterprises (SB/DVBE) are solicited and percentage goals are met. Complete annual SB/DVBE reporting requirements.

Miscellaneous contract related duties and responsibilities including, but not limited to:

Act as a back-up to the Small Business/DVBE Advocate and may prepare written correspondence to program and the business community.

Review, evaluate, and make recommendations for approval or disapproval of Program requests for DVBE participation exemptions and/or Good Faith Effort (GFE) advertising exemptions.

Prepare bill analysis on service contracts and purchase issues.

Consult with and seek advice from legal staff and DGS.

Prepare the annual small business/DVBE/consultant for submission to DGS.

### **DESIRABLE QUALIFICATIONS:**

- Ability to maintain good relationships with staff, patrons, and management.
- Experience in dealing tactfully with the public.
- Ability to keep required job schedule with fast paced deadlines
- Ability to effectively handle stress and deadlines in a fast paced work environment
- Exhibit a positive and friendly service approach when dealing with people.
- Ability to learn rapidly, follow directions, analyze data accurately, reason logically and maintain the confidence and cooperation of those contacted during the course of work.

### **Knowledge and Experience:**

- Experience working in all phases of contract administration with significant responsibility for problem identification and resolution.
- Knowledge of state procurement practices and trends of public and business administration, management, and supportive staff services such as budgeting, management analysis, governmental functions and organization.
- Knowledge of all procurement procedures, SAM requirements and state and federal laws rules, and regulations regarding Business Service functions.
- Ability to reason logically and creatively utilizing a variety of analytical techniques to resolve complex problems;
- Ability to consult with and advise administrators or other interested parties on a wide variety of subject matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work.
- Ability to apply and interpret policy, regulations, and laws.
- Experience and expertise in the use of the Microsoft Office Suite, particularly Word, Excel, PowerPoint and Outlook, Access and Internet Explorer for searching government sites.
- Excellent proofreading skills.
- Ability to perform detail work accurately and efficiently, to use a variety of filing systems, to work independently and as a member of a team.
- Excellent written and oral communication skills.
- Evaluate problems and follow through to workable solutions.
- Ability to perform technical and analytical business service functions.
- Ability to analyze information and provide written reports and recommendations.

### **APPLICATION PROCESS:**

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an

application to the California State Library, Human Resources Services, P.O. Box 942837, Sacramento, CA 94237-0001. Applications may also be delivered in person to the Human Resources Service Office, Library & Courts Building II, 900 N Street, Suite 400. **All applicants must clearly indicate the basis for their eligibility in “Examination(s) or Job Title(s) for which you are applying” on the standard application form (STD 678). Applications will be accepted until filled. ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY.** Applications will be screened and only the most qualified candidates will be interviewed.

**EQUAL OPPORTUNITY EMPLOYER**